Career Sea Pay/Time

Introduction:

This section provides the procedures for starting, changing, and stopping Career Sea Pay. This entitlement is authorized for all members in pay-grades E-1 through O-6. Eligible members must be permanently or temporarily assigned for duty to a vessel, ship-based staff (including a mobile unit) or ship-based aviation unit pursuant to orders issued by competent authority and the vessels/units primary mission must be accomplished underway.

Reference:

Chapter 4 - U.S. Coast Guard Pay Manual

Multiple Entry Capability:

Multiple entry capability is available for this entitlement. Click **here** for instructions on preparing multiple entries for entire units and/or sub departments.

Procedure:

Do not use the "CSP" entitlement code to start, stop, or change sea pay involving TAD periods. Unless the member is deployed In-Theater and entitled to Level-3 CSPAY (see e-mail ALPERSRU D/03).

Stop Hardship Duty Pay the day before a member becomes entitled to Career Sea Pay, if applicable.

Career Sea Pay/Time will automatically stop the day of PCS departure.

The system will automatically stop Career Sea Pay Premium, if running, when Career Sea Pay/Time is stopped. If you are stopping CSPAY to change the level (i.e. Restarting at new level or for a different department ID) remember to also restart CSPAY-Premium.

Authorized units are listed under the Unit File Inquiry (L4) option of JUMPS Online Inquiry.

Start CGHRMS, **sign-in** and follow these steps to start, stop, correct, or delete Career Sea Pay.

Step	Action
1	**Select** Menu items in the following order. Home > Compensate Employees > Maintain Entitlements > Use > **Employee Entitlements**

2	A search page will appear. **Enter** the member's Employee ID number or other search criteria and **click** the **Search** button to select the member you wish to display.
	Advanced Technique
	You may select the input mode by checking one of the following boxes located at the bottom of the search screen. ☐ Include History ☐ Correct History If both boxes are left blank, you will enter in the Update Display mode. The system will automatically default to the last method you selected. See Step 4 for more information.
	ⓘ When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID (SSN) before making any changes.
3	Entitlement Panels. Either the **Summary Panel** or **Detail Panel** will appear depending on which option was previously selected.

Select the Employee Entitlement Summary Panel from the icons located at the bottom left-hand corner of the screen. The current selection will have no underline.

Employee Entitlement Summary | Employee Entitlement Detail

The following screen appears.

Select **View All** in the title bar. |

4	**Select** the ⊟ Include History button located at the bottom right-hand portion of the screen so that all payments of Career Sea Pay will be shown in the next panel. If you are stopping, correcting, or deleting this entitlement, use the ⊠ Correct History button. Note: The current selection will have a white background. ➢ You may use the ⊟ Update/Display button to start Career Sea Pay; however, we recommend using the "Include History" mode so all payments will display. ➢ Use the ⊟ Include History button to view all payments of Career Sea Pay. Only new entitlements can be entered in this mode. ➢ Use the ⊠ Correct History button to update or delete entries of Career Sea Pay. A listing of all payments will be displayed.
5	**If a Career Sea Pay row exists in the Summary Panel…** **Click** the Continue button adjacent to Career Sea Pay. The Employee Entitlement Detail screen will appear. (Go to Step 7) **If a Career Sea Pay row doesn't exist in the Summary Panel…** **Click** a ⊞ button to the right of any entitlement. A blank entitlement line will appear below whichever line is selected. Next, **type** "CSP" in the look-up box [🔍] or use the magnifying glass to search for and select the Career Sea Pay earning code. Then **click** the Continue button adjacent to Career Sea Pay to bring it up in the Employee Entitlement Detail screen. (Go To Step 7)

| 6 | **Employee Entitlement Detail Panel** is the main panel for entering or stopping entitlements. **If you have completed Steps 3-5, continue on to Step 7.**

Follow these procedures to bypass the Employee Entitlement Summary Panel.
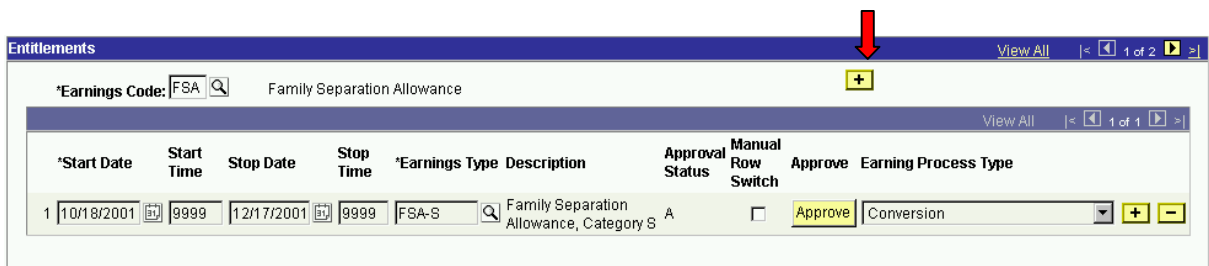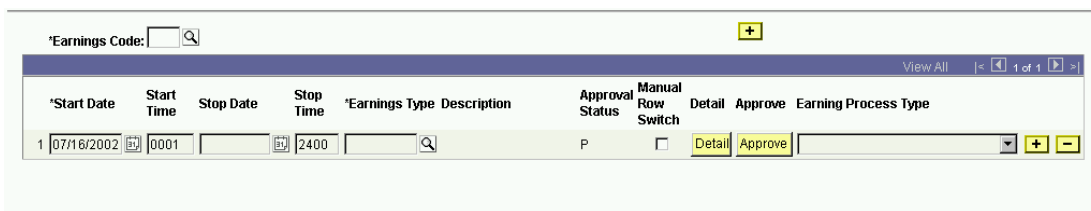
Select the Employee Entitlement Detail Panel from the icons located at the bottom left-hand corner of the screen. The current selection is not underlined.

Employee Entitlement Summary | Employee Entitlement Detail

Select the [Include History] button located at the bottom right-hand portion of the screen so that all entries of Career Sea Pay will be shown. If you are stopping, correcting, or deleting this entitlement, use the [Correct History] button.

Select [View All] from the displayed title bar to list all entitlements.

Scroll up to find the "CSP" Earnings Code. If Career Sea Pay isn't listed (after clicking [View All]), click the [+] button from any entitlement as shown below. |

The following screen appears below the previous entitlement…

Type "CSP" in the Earnings Code field or use the magnifying glass 🔍 to search and select the Career Sea Pay Earnings Code.

7	**Starting Career Sea Pay** (See Steps 8-10 for other options)

In the mode, click the button shown below.

The following entry line appears…
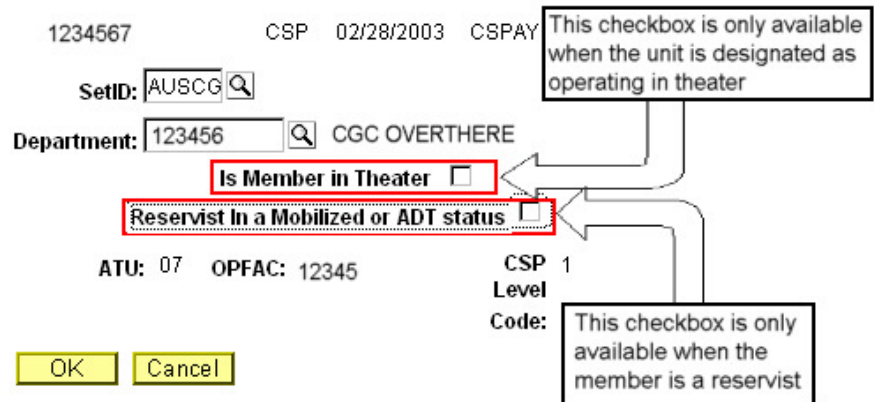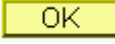
Enter the following information…

Field	Action
Start Date	The current date is automatically displayed. Use the calendar button 🗓 to **select** the desired date. You can also **Click & Drag** over the date field to select the date then **Type** the start date in MMDDYYYY format.
Start Time	Pre-filled
Stop Date	**Enter** the last day of entitlement or leave blank to pay continuous Career Sea Pay. Use the calendar button 🗓 to select the desired date. You can also **Click & Drag** over the date field then **Type** the stop date in MMDDYYYY format.
Stop Time	Pre-filled
Earnings Type	**Type** in the code if known or use the 🔍 to search and **select** from a listing of available earning types.
Description	Pre-filled. Ensure the proper entitlement is shown.
Approval Status	Pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
Manual Row Switch	**Select** this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected. **Caution!** Overriding pay edits may result in errors and possible overpayment of entitlement.

Step 7 Cont'd

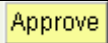| Field	Action
Detail	**Click** the **Detail** button to bring up the Supporting Data screen below: Home > Compensate Employees > Maintain Entitlements > Use > **Employee Entitlements** **Supporting Data** 1234567 CSP 02/28/2003 CSPAY *This checkbox is only available when the unit is designated as operating in theater* **SetID:** AUSCG 🔍 **Department:** 123456 🔍 CGC OVERTHERE **Is Member in Theater** ☐ **Reservist In a Mobilized or ADT status** ☐ **ATU:** 07 **OPFAC:** 12345 **CSP Level Code:** 1 *This checkbox is only available when the member is a reservist* [OK] [Cancel] Leave the SetID field set to "AUSCG" (Active Duty USCG). **Click** the magnifying glass 🔍 next to the Department field and **select** the unit assigned for Career Sea Pay entitlement (if not already displayed). The level of sea pay will be based on the Department ID. 🛈 **Do not use the "CSP" entitlement code to start, stop, or change sea pay involving TAD periods.** If the "Is Member in Theater" checkbox is available select it if the member is serving in theater. This authorizes Level-3 CSEAPAY for members attached to eligible units deployed in-Theater. If the member is a reservist and is mobilized or serving on ADT select the "Reservist In a Mobilized or ADT status" checkbox.. This authorizes Level-3 CSEAPAY for members attached to eligible units deployed in-Theater. Members on an Extended Active Duty contract (not recalled or special active duty) will be treated the same as a regular active duty member. **Click** the [OK] button when finished. The ATU, OPFAC, and CSP Level Code will update when the [OK] button is clicked.
Approve	Not Used. Payment of Career Sea Pay does not require audit and approval.
Earnings Process Type	Not Required. Disregard this field.
💾 Save	**Click** this button (located at the bottom left of the screen) to approve the entry.

| 8 | **Stopping Career Sea Pay**

In the [Correct History] mode, find the row to stop. The stop date will be blank as shown below:
Note: This will also stop CSPAY-Premium if it running.

Enter the following information…

Field	Action
Stop Date	**Enter** the last day of entitlement by using the calendar button 🗓 to select the date. You can also **Click & Drag** over the date field then **Type** the stop date in MMDDYYYY format. This field can be future dated.
Stop Time	Pre-filled
Manual Row Switch	**Select** this field only when necessary to override internal pay edits. Business rules will not be turned off when this is selected. **Caution!** Overriding pay edits may result in errors and possible overpayment.
Approve	Not Used – Payment of Career Sea Pay does not require audit and approval.
🖫 Save	**Click** this button (located at the bottom left of the screen) to approve the entry.

| 9 | **Correcting Career Sea Pay**

In the [Correct History] mode, **find** the Career Sea Pay row to correct.

Click & Drag over any editable field to change its value. Dates must be typed in MMDDYYYY format. You may also use calendar buttons 🗓 to modify dates and the magnifying glass 🔍 to change the earning type.
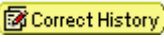
Click the 🖫 Save button located at the bottom left of the screen.

ⓘ   To change the effective start date, you must delete the entire row (Step 10) and then start a new Career Sea Pay entitlement (Step 7).
|

10	**<u>Deleting Career Sea Pay</u>**
	In [Correct History] mode, **find** the Career Sea Pay row to delete.
	Click on the [−] button located in the row to be deleted.
	Click the [Save] button located at the bottom left of the screen.
	(i) The total Career Sea Pay entitlement will be recouped when using this feature.

End